



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WORKSHOP ASSISTANT	27	H	9.489

DEFINITION OF THE CLASS:

Under general supervision, performs support functions in the execution of subcontract operations, delivery of products, direct supervision of clients and maintenance of production equipment within the Vocational Assessment Centers operated by the Bureau of Vocational Rehabilitation. Duties may be performed within the Vocational Assessment Center, offsite in a contractor's place of business, and while driving a delivery vehicle. Performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Assists in the completion of contract work by: setting up work stations based upon an understanding of efficient work procedure, client limitations, the demands of the particular work to be completed, the limitations of space available and the work activities preceding and following. Monitors the quality of work completed on an ongoing basis in order to meet the quality demands of each contract. Assists in time studies to establish contract rates for bidding and piece rate systems.

Assists in material handling and delivery of production materials and completed product by: driving to contractor's site to pick up production materials; checking to determine if all needed materials have been received; unloading materials from the delivery vehicle and moving those materials to an appropriate place in the production area; maintaining inventory control and accurate count of finished product; checking completed product to assure that materials are packed and palletized according to contract specifications; loading completed product and excess materials so as to maintain the safety of all materials in transit; and returning all materials to the contractor.

Assists in the supervision of clients by: reviewing referral information and evaluation and adjustment plans to become familiar with the client's physical and mental limitations; assigning clients to available work stations; instructing client workers in specific work duties and safe and proper work methods for each contract; observing and monitoring client performance and redirecting as needed; reporting observations to professional staff; reporting individual client production totals on a daily basis; tracking individual client attendance on a daily basis; and attending team meetings to review and discuss client performance.

Provides routine maintenance of materials handling and production equipment by: completing monthly safety inspections of the delivery truck and forklift; completing monthly inspections of saws, wrapping equipment, compressors, air lines and other power tools; recording all repairs completed; and reporting to the immediate supervisor any repairs beyond the capability of the Workshop Assistant.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the organization/work unit in which employed. General knowledge of contracts operating concurrently in the production area. Working knowledge of the work station assignments and evaluation and adjustment plans of up to 25 clients working in the production

EXAMPLES OF WORK: (cont.)

area. Knowledge of contract specifications, activities, practices and methods of various contractors. Knowledge of Vocational Assessment Center policies, procedures and practices for production activities. Working knowledge of first aid, CPR, and handling of seizures. Working knowledge of proper safety habits relative to operation of a variety of packaging and assembly equipment and power tools.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of math sufficient to maintain inventory control.

Ability to lift materials and products weighing up to 75 pounds. Ability to work in a crouching or kneeling position to check materials and manipulate product on the pallet and on the floor. Ability to reach, handle, finger and feel with the upper extremities. Ability to see sufficient to view production and shipping documents, labels, road signs and other materials, occasionally under limited lighting conditions. Ability to climb from the ground into the delivery vehicle, into the forklift and to climb ladders to reach materials placed overhead on pallet racks, to push a manual pallet mover loaded with product and to access any areas of the production area where materials, product or tools are stored or used. Ability to safely operate a forklift, manual pallet handler, delivery vehicle, and dollies. Ability to establish and maintain effective working relationships with client workers, contractors and employees. Ability to speak sufficient to participate in team meetings to review and discuss client progress. Ability to write sufficient to prepare reports on production totals, client attendance, etc. in order to instruct clients in task performance. Ability to read client referral information including evaluation and adjustment plans in order to effectively supervise clients in the workshop. Ability to use independent judgment in determining appropriate work methods. Ability to organize and direct client workers and to demonstrate work methods. Ability to interact with clients using tact and diplomacy.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and two years of full-time experience as a production assistant in a rehabilitation facility setting; OR

II

Graduation from high school or equivalent education and two years of full-time experience in industry in any of the following areas: production supervision, quality control, material handling or delivery; OR

III

Graduation from high school or equivalent education and two years of full-time experience in a service delivery capacity in an organization serving persons with physical or mental disabilities.

NOTE: Must possess a valid Nevada driver's license at the time of appointment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.489
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